



Policy on Mobile Phones and other digital devices



Last reviewed: September 2023
Review: September 2024
Reviewed by: Senior Deputy Head, Pastoral Deputy Head

Refer also to:
Behaviour and Discipline Policy
Living Together at Godolphin – Anti-Bullying Policy
Online Safety Acceptable Use Policies
Search Policy

1. Policy on Mobile Phones and other digital devices

- 1.1. Mobile phones and other digital devices such as iPads and digital cameras are in common use and they are valuable communication tools. They can, however, be intrusive in a community context; they are also vulnerable to loss and theft.
- 1.2. Students in the Prep must hand in any such devices on arrival at the school to the Prep Secretary.
- 1.3. Students in the Senior and Sixth Form may have such devices in School during term time under the following conditions:
- 1.4. The School is in no way responsible for the device
- 1.5. Insurance and costs are wholly the responsibility of the student and her parents
- 1.6. Mobile phones and other electronic devices may be used or left switched-on to receive calls only out of school working hours: they may not be used during lessons unless specifically authorised by the teacher, nor during activities, prep, quiet-times, or meal times. They must not be used when walking around School.
- 1.7. Any student found using a mobile phone to send hurtful messages and/or images or to send on such messages or images will face the sanctions laid out in the Behaviour and Discipline policy

2. First to Fourth Years

- 2.1. All phones must be in charging lockers from 8.25am until 5.10pm unless a teacher needs you to use your phone in a lesson.
- 2.2. In the evening, please plug your phone into your charging locker at the time specified by your House Staff.
- 2.3. If you need to contact parents, please go to House office/reception.

3. Fifth Year and Godolphin Sixth

- 3.1. No hear, no see (including earbuds, headphones etc).
- 3.2. No phones allowed in the dining-room.

4. Sanctions:

- 4.1. Pastoral and teaching staff will confiscate mobile phones or other devices if they are used inappropriately.
- 4.2. Items confiscated by House staff, will be kept in House; those confiscated by teaching staff should be passed to the Head of Year or the Head of Godolphin Sixth for safekeeping.
- 4.3. If you use your phone inappropriately, for the first offence, your phone will be confiscated until you go home (or until supper if you are a boarder) and you will be issued a School detention
- 4.4. Second Offence: as above, and your parents will be informed
- 4.5. Third Offence: you will be issued a Saturday detention
- 4.6. In the case of Cyberbullying or other serious misuse of the device, the device must be handed in to the Senior Deputy Head daily until the sanction is complete. Bullying sanctions will also apply.

